



State of New Jersey

RONALD DEFILIPPIS  
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Commissioner

ELECTION LAW ENFORCEMENT COMMISSION

Respond to:  
P.O. Box 185  
Trenton, New Jersey 08625-0185

(609) 292-8700 or Toll Free Within NJ 1-888-313-ELEC (3532)

Website: <http://www.elec.state.nj.us/>

JEFFREY M. BRINDLE  
Executive Director

JOSEPH W. DONOHUE  
Deputy Director

DEMERY J. ROBERTS  
Legal Director

STEPHANIE A. OLIVO  
Compliance Director

EDWIN R. MATTHEWS  
Legal Counsel

AUGUST 28, 2015  
NOTICE OF JOB VACANCY  
POSTING #15-175

An opportunity currently exists in the classified service with the Election Law Enforcement Commission for permanent State employees who meet the minimum job requirements specified below:

**TITLE:** Administrative Analyst 1, Data Processing

**SALARY:** \$74,251.79 - \$105,891.38 (R29)

**LOCATION:** New Jersey Election Law Enforcement Commission  
28 West State Street  
P.O. Box 185  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Executive Director, manages the Commission's Information Technology section. Acts as a project manager on computer initiatives, enhancements, and issues; designing and overseeing development, testing, and effective computer programs. Establishes and supervises the maintenance of data processing operations, database management, network management, system administration, customer service delivery, and related training programs.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree. A Bachelor's degree in Computer Science or Computer Engineering or is strongly preferred; or, a Bachelor's degree with twelve (12) credits in IT/Computer Science is also preferred.

**EXPERIENCE:** Four (4) years of experience in work involving the review, analysis and evaluation of organization and administrative practices to determine the need for revision or implementation of data processing systems in a large business or government agency.

**NOTE:** Applicants who do not possess the required education may substitute additional experience, as noted above, on a year-for-year basis.

**NOTE:** A Master's degree in Public Administration, Business Administration, Economics, Finance or Accounting may be substituted for one year of the required experience.

**SPECIAL NOTE:** The following experience is preferred:

- Proven record of effective, managerial-level leadership, including the ability to balance team and individual responsibilities.
- Strong networking and project management background, including strategic planning and contract management.
- Specifying and implementing security controls, data encryption techniques, code development, ethical hacking, and advanced level spreadsheet.
- Knowledge of system and application security threats and vulnerabilities.
- Ability to prepare reports and communicate effectively with officials and groups with varying levels of technical expertise.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you are interested in the above position, please send a cover letter and current resume **via email only** before the closing date of **September 11, 2015 to:**

Judy Sheridan, Personnel Officer  
NJ Election Law Enforcement Commission  
Email: [Judy.Sheridan@elec.nj.gov](mailto:Judy.Sheridan@elec.nj.gov)  
Subject: #15-175; Administrative Analyst 1, DP

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.